

**City of Los Angeles • Department of Recreation and Parks
Glassell Park Senior Center
3750 Verdugo Rd, Los Angeles, CA 90065
Phone: (323) 550-8809**

Recreation Assistants (2 positions)

Available hours:

Varying shifts.
9am-5pm Monday to Friday,
(Additional hour opportunities for evening and weekend coverage for permit groups)

Job Description:

Seeking Recreation Assistants to assist with office coverage, reception, registration and helping with the needs of the center. This person may be responsible for teaching classes, assisting with special events, cleaning after events, opening and closing facility.

Duties Performed:

- Answer phones and questions
- Register patrons using Rec Trac
- Teach classes
- Assist with Special Events
- Light cleaning of facility
- Assist with the needs of the center and its programs
- Open in the morning, and or Close up in the evening.

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with the public, staff and other agencies.
- Be on time, reliable, and ready to work

To Apply: Send resume to:

Phillip Gonzalez, Facility Director
3750 Verdugo Rd, Los Angeles, CA 90065
Phone: (323) 550-8809
Email: phillip.gonzalez@lacity.org

Due Date: Friday, December 27th, 2024